

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Administrative Credit Card Use

Policy O-45

In order to assist in the provision of timely and quality services at the Indiana School for the Blind and Visually Impaired, the Procurement Clerk will be provided a school credit cards in his/her name. The State of Indiana/Indiana School for the Blind and Visually Impaired will be financially responsible for purchases made in support of the school or programs. The credit card will not be used for personal use. The cardholder is responsible for notifying the issuing bank in a timely manner if the card is lost, stolen or compromised.

The credit cards will be secured in the school safe when not in use. The following are the acceptable guidelines for usage:

- approved state travel;
- school related purchases that cannot be accomplished through other means, i.e., Purchase Requests, Recreation Fund, Operating Fund, etc.;
- school related purchases under \$500.00 without supervisory approval;
- school related purchases over \$500.00 and not to exceed \$5,000.00 with supervisor approval;
- receipts and/or invoice will be provided to supervisor within 48 hours of purchase or return from trip;
- school related purchases for goods or services that are timely in nature and cannot be accomplished through other means.

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Adopted by ISBVI Board: March 16, 2009

Reviewed and Approved: 10/21/13, 10/22/18